



**Joint County  
Gang Prevention Initiative  
Community Mobilization and  
Outreach Grants for  
Year Round Programs**



**FY 2007**

Montgomery County Executive Douglas M. Duncan and Prince George's County Executive Jack B. Johnson are pleased to announce the Gang Prevention Initiative's Community Programs and Services Grants, designed to provide one-time only summer grant awards to non-profit organizations for the purpose of enhancing community services designed to promote and advance the interests of gang prevention in Prince George's and Montgomery Counties.

**I. Background**

In February 2004, County Executives Duncan and Johnson seated the Joint County Gang Prevention Task Force, which was assembled to study the extent of gang activities within the two counties, and to facilitate coordination of community efforts in response to gangs. In September 2004, the Joint Task Force offered a number of recommendations to support, including expansion of summer programs for youth.

The United States Department of Justice, Office of Juvenile Justice and Delinquency Programs awarded funding to Montgomery County's Department of Health and Human Services to support community-based activities.

**II. Purpose and Definition**

Community Outreach and Mobilization Grants will fund projects that support gang prevention activities in Montgomery and Prince George's Counties, consistent with the recommendations put forth in the Joint County Gang Prevention Task Force Report, and with the stated aims and purposes of the joint partnership. Funded projects will receive a one-time only award, not to exceed \$20,000, and govern goods, services and/or activities associated with one (or more) of the following categories. Projects must demonstrate significant youth involvement in planning and implementation. All programs must be youth-directed and/or planned, permitting youth to design beneficial programs and services for themselves, with guidance and oversight from adults. Additional

consideration will be given to those programs that provide outreach, support and other services to populations and communities currently underserved by local gang prevention efforts. These services must be delivered during the period of **October 2006 through June 2007**:

- A. **Prevention and Intervention Services:** one-time only funds to support implementation of youth-directed tutoring, mentoring, recreational activities and/or other activities, which promote healthy youth development and gang prevention.
- B. **Youth Leadership and Development Programs:** one-time only funds to support leadership and development opportunities for youth, by encouraging participation in various conferences, day camps, and other civic and enrichment activities. Additional consideration will be given to programs and services specifically focusing on girls and other underserved populations.
- C. **Community-wide Outreach/Mobilization Events:** one-time only funds to support community-wide talent festivals, sporting or other events, which provide culturally relevant activities and opportunities for youths to share their skills, talents and interests with the community in a safe and healthy environment. Activities should engage and involve youth in all aspects of planning, and include significant parental involvement and should serve to increase community awareness of the positive contributions of youth in our community. Funding may be used to offset fees and other costs related to youth participation in sports and/or instructional programs, as well as to cover operational costs, such as space usage.

Salary costs and/or requests to cover funding deficits with the applicant organization WILL NOT be considered eligible under this grants program. Funds awarded via the Gang Prevention Initiative Community Outreach and Mobilization Grants program are ONE-TIME ONLY awards, and should not be utilized to fund long-term planning and funding purposes. Funds will be awarded in support of activities that create positive activities and opportunities during the school-year. Short-term staffing, materials, supplies and other costs required to operate proposed programs and services are allowable and will be considered.

The purpose of this funding is to support culturally relevant and competent community based interventions to underserved populations to foster and promote gang-free lifestyles. Within the proposed program's guidelines and parameters, applicants are encouraged to invite participation by a broad range of residents, where possible.

### **III. Targeted Geographic Locations**

Services under the Community Outreach and Mobilization Grants program must be delivered in the following geographic locations:

- A. Montgomery County: including, but not limited to:
  - 1. Wheaton/Aspen Hill/Silver Spring/Briggs Chaney
  - 2. Gaithersburg/Germantown
  - 3. Rockville/Lincoln Park
  - 4. Takoma Park
  - 5. Burtonsville
- B. Prince George's County: including, but not limited to:
  - 1. Hyattsville/Mt. Ranier
  - 2. Riverdale/Bladensburg
  - 3. Langley Park
  - 4. Landover/Capital Heights
  - 5. Forestville/Suitland

### **IV. Eligibility**

Any Montgomery County or Prince George's County not-for-profit organization, institution, or association providing community based human services and/or gang-prevention services is eligible to apply.

### **V. Deadline and Submission Process**

- A. Applications MUST be submitted IN PERSON by 12:00 noon on Friday, September 15, 2006. Applications submitted after 12:00 noon (this includes 12:01 p.m.) will NOT be accepted.
- B. Applications MUST include ALL required elements, as delineated on the APPLICATION SUBMISSION CHECKLIST contained in this application packet. Incomplete applications WILL NOT be reviewed. Incomplete applications may be returned to the applicant upon request, and at the applicant's expense.
- C. All applications must be hand-delivered, by 12:00 noon on Friday, September 15, 2006, to:
  - Department of Health and Human Services
  - Office of the Director

401 Hungerford Drive, 5<sup>th</sup> Floor  
Rockville, Maryland 20850  
ATTN: Traci Anderson

- D. Applications will be accepted ONLY at the above location, and not at any other Department of Health and Human Services location.
- E. Late applications WILL NOT be accepted.

**VI. Application and Funding**

- A. Applications must be typed and submitted in accordance with the established guidelines, and including the required attachments.
- B. Identification of in-kind services and/or matching funds from other, non-County government sources which support the organizations services is strongly encouraged. These services and/or matching funds may be defined as any resources that leverage and otherwise expand the impact of the requested funding.
- C. An organization (including its various divisions, programs, units and subsets) may submit only one application per grant period.
- D. Applicants are encouraged to review the Joint County Gang Prevention Task Force Report (available at local public libraries or on the Montgomery County Government website at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)) and the Montgomery County Gang Prevention Task Force Report.
- E. Application Requirements:
  - 1. Applicants must provide twelve (12) copies of the completed application.
  - 2. Application components include:
    - a. A SIGNED Grant Application Cover Sheet
    - b. Application (Narrative): please limit program narrative to 7 pages, using a minimum 11-font typeface. Elements of the program narrative include:
      - 1) Describe the mission of your agency and the programs and services provided, which facilitate this mission. Describe how your organization and its services contribute to the Joint County gang prevention strategy.
      - 2) Describe the programs, services and/or activities to be purchased/delivered via this funding. Explain the nature and scope of the services, and provide specific details regarding how the programs,

services and/or activities contribute to safe and gang-free communities.

- 3) Describe the targeted population and the anticipated number of participants in the planned programs, services and/or activities.
  - 4) List and describe the specific outcomes expected to result from award of the requested grant funds. Describe how these outcomes impact and promote safe and gang-free communities.
  - 5) Describe the method(s) that will be employed to measure and evaluate outcomes.
  - 6) Describe how the requested project will benefit the two counties and further the gang prevention effort.
  - 7) Describe the organization's use of volunteers, if applicable.
- c. Attachments: Please provide the following attachments for review:
- 1) Proof of applicant's incorporation status, issued by the State of Maryland Department of Assessment and Taxation. A copy of an incorporation application submitted to the State of Maryland Department of Assessment and Taxation is NOT sufficient for this purpose.
  - 2) Proof of the applicant's not-for-profit status issued by the Internal Revenue Service, Department of the Treasury. A copy of a not-for-profit application request submitted to the Internal Revenue Service is NOT sufficient for this purpose.
  - 3) Financial statement for the applicant organization from the prior fiscal year.
  - 4) Total organization budget for the current fiscal year.
  - 5) Current list (including member names, addresses and phone numbers) of Officers, and Board of Directors. If the applicant agency is a sub-organization, without a sitting Board of its own, the Board membership list of the parent organization should be included.
  - 6) Completed Budget Form
  - 7) Completed Application Cover Sheet

## **VII. Restrictions**

Grants will be awarded for projects in Montgomery County and in Prince George's County. Organizations must operate in, and provide direct services to residents of Montgomery and Prince George's Counties.

The Community Outreach and Mobilization Grants program will NOT fund:

- A. Projects that have an existing deficit from a prior year or a previous project.
- B. Projects that will require more than a one-time grant award.
- C. Projects that are/appear to be of an ongoing nature.
- D. Projects that are implemented before or after the grant period.
- E. Personnel, salary or operational expenses beyond the short-term temporary categories noted previously in this application.
- F. Replacement of lost federal, state, United Way and/or other funding.

The funding request should not duplicate or supplant funding otherwise awarded to the applicant organization.

## **VIII. Evaluation Criteria**

Applications submitted for consideration under the Community Outreach and Mobilization Grants Program will be reviewed by a Grants Review Panel, which is composed of representatives actively involved in planning and coordination of gang prevention services. Applications will be reviewed in consideration of the following criteria:

- A. Applications will be reviewed and considered based on how well the funds support implementation of the Joint County Gang Prevention recommendations, and contribute to safe and gang-free communities in both jurisdictions.
- B. The extent to which the organization's stated project aims relate to the work of the Joint County Gang Prevention Initiative, and promote and support youth involvement in the design
- C. Clear and demonstrable ability/capacity to deliver the interventions proposed in the request.

## **IX. Application Review Process**

Applications will receive an initial screening review to ensure:

- Completeness of application packet

- Compliance with applicable guidelines
- Fiscal accuracy

Applications will be reviewed by a Grants Review Panel, chaired by the Director of the Department of Health and Human Services or her designee. Panel members may include a combination of public and private representatives of both Counties. The Grants Review Panel will review and consider applications based on the criteria noted in section VIII, and the proposals consistency with the Joint County's gang prevention priorities. Additional considerations in the review process include:

- Compliance with established guidelines
- Identification of geographic locations for service delivery.

Upon completion of the Panel review, recommendations will be made to the Joint County Gang Prevention Steering Committee, or the body's designee, to make determination of final awards.

#### **X. Grant Award**

The grant period for the Community Outreach and Mobilization Grants program will be October 1, 2006, or thereabout, through June 30, 2007.

Successful applicants will be required to:

- Ensure that all programs, services and activities are utilized solely for the purposes outline in the grant application.
- Comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activities or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or disability.
- Acknowledge Montgomery and Prince George's Counties and OJJDP in all publicity and in all promotional or informational materials used in connection with the funding project, i.e. programs, handbills, posters, radio and TV spots, etc.
- Submit to the County, within 30 days of the completion of the project, a summary report in a format to be determined by the County.

The Grant Review Panel may reject grant applications which do not comply with the provided guidelines.

**XI. Additional Information**

- A. Questions concerning the guidelines and eligibility for this funding opportunity should be directed to the contact noted below in advance of the application deadline:

Luis Cardona

Youth Violence Prevention Coordinator

(240) 777-1001

- B. Grant awards will be announced by September 25, 2006.
- C. Grant awards will be distributed consistent with the terms of the Contract.
- D. Under no circumstances will a successful applicant be reimbursed for goods, activities and/or services delivered or made prior to October 1, 2006.

**XII. Attachments**

- A. Application Materials